



City and County of San Francisco

# Shelter Monitoring Committee

## Confidentiality Agreement

Name: \_\_\_\_\_

By signing this document, I understand and hereby agree to the following terms and conditions:

1. I understand that as a member of the Shelter Monitoring Committee (“Committee”) I am acting in an official capacity on behalf of the city of San Francisco.
2. I have read and agree to abide by the Shelter Monitoring Committee bylaws and the Shelter Monitoring Committee policies and procedures.
3. I agree not to disclose the following information before an unannounced shelter visit occurs: the date, time, and location of an unannounced shelter visit and the identity of the members of the team conducting the visit.
4. I understand that the information collected during Shelter Monitoring visits is confidential. Therefore, I agree to take all reasonable precautions to assure collected information is not disclosed to unauthorized persons.
5. I understand I am not authorized to use information collected during Shelter Monitoring visits for my own purposes. Nor am I at liberty to disclose information collected during Shelter Monitoring visits to third parties, except in cases where disclosure is expressly authorized by law.
6. I understand that quarterly reports and site inspection reports must not include Personally Identifiable Information, including but not limited to health information. Therefore, I should not record Personally Identifiable Information in my site visit notes.
7. I agree to attend all trainings deemed necessary by the Committee to carry out its functions, including but not limited to: an annual Confidentiality Training from the City Attorney’s Office, and sensitivity training related to cultural differences, gender issues, and the Americans with Disabilities Act.
8. I understand that non-adherence to any of the terms and conditions outlined in this Agreement may result in removal from the Committee.

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**Signature**

**Date**